

# Digitization Policy for the Library and Collections Program of the Utah Division of State History

## Introduction

~~As technology becomes~~Technology has become an integral part of the success of cultural institutions, ~~the, The~~ Utah Division of State History (UDSH) and the Library and Collections (L&C) program ~~can stay current through~~ have a commitment to digitization efforts. Digitization provides a means ~~for the fulfillment of mandate~~to fulfill mandated responsibilities, specifically with regard to stimulating research of Utah's history, and ~~preservation~~preserving and maintaining a specialized library (UCA §9-8-203)<sup>1</sup>. Just as the ~~Library and Collections~~L&C program has a ~~collecting policy~~collecting policy for physical items (HIST C. 1.1), the same concepts of discretion and judgment apply to the creation of digital collections.

With the fulfillment of mandate as a guiding factor and the goal of a successful future as a cultural institution dedicated to relevant and quality digital collections, this policy defines how ~~Library and Collections~~L&C conducts digitization.

This policy only applies to the ~~Library and Collections~~L&C program of the ~~Utah Division of State History~~UDSH.

## Policy

## Objective

~~The creation of digital collections is consistent with the Utah Division of State History's mission~~Digitization supports the mission of UDSH to "preserve and share the past with the present and future." The availability of digital collections ~~breaks down~~removes the physical and financial barriers of travel and access and gives customers an unlimited opportunity of researching. Digitization further allows for the proper care ~~and guardianship~~ of the State's collections as it is used as a means of accessing the original content without handling the original ~~itself~~. The original can then be properly preserved. Digitization also provides an opportunity to showcase unique or valuable collections on an international level. Therefore, ~~the Division of State History~~L&C digitizes collections with three main goals:

<sup>1</sup> UCA §9-8-203. Division duties.

(1) The division shall:

(a) stimulate research, study, and activity in the field of Utah history and related history;

(b) maintain a specialized history library;

(c) mark and preserve historic sites, areas, and remains;

(d) collect, preserve, and administer historical records relating to the history of Utah;

(e) administer, collect, preserve, document, interpret, develop, and exhibit historical artifacts, documentary materials, and other objects relating to the history of Utah for educational and cultural purposes;

(f) edit and publish historical records;

(g) cooperate with local, state, and federal agencies and schools and museums to provide coordinated and organized activities for the collection, documentation, preservation, interpretation, and exhibition of historical artifacts related to the state;

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- Aid in the preservation of fragile or at-risk collections
- Enrich access to collection material
- Highlight unique collections

## Selection Process

Based on its goals, [Library and Collections L&C](#) pursues digitization for efficient and justifiable reasons. In selecting and prioritizing a collection for digitization, [Library and Collections L&C](#) evaluates a collection based on the following criteria:

### Preservation Needs

- Material is in a state of deterioration
- Material is handled often by staff and patrons and digitization will help preserve its condition
- Material is fragile

### Access

- Material is used often and digitization is likely to provide enhanced usability
- Material is in need of physical reprocessing and organization and/or an electronic finding aid needs to be created
- Material is in public domain or UDSH maintains copyright

### Uniqueness

- Material is unique to UDSH
- Material context covers unique or widely unknown events, peoples, and/or places

### Demand

- Digitization of material will generate broader use of UDSH resources
- Digitization of material is time sensitive
- Digitization of material has come at the request of a stakeholder ([Legislator](#) ~~legislator~~, Department of Heritage and Arts, UDSH, donor)

### Feasibility

- Material is already comprehensively organized, making metadata creation easier to produce
- Sufficient staff time and resources available for digitization
- Current partnerships and/or contracts can be used in digitization

A collection will be evaluated based on the above criteria and given a score between 1 and 10, with 10 being the highest. The scores are then weighted as follows:

- Preservation needs 30%
- Access 20%
- Uniqueness 15%
- Demand ~~20~~15%
- Feasibility ~~15~~20%

Example:

Criteria	Rating	Percentage	Weight
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Preservation Needs	8	30%	2.4
Access	6	20%	1.2
Uniqueness	8	15%	1.2
Demand	4	2015%	0.86
Feasibility	7	1520%	1.054
<b>TOTAL Weighted Score</b>			<b>6.658</b>

Once a collection is evaluated and scored, it is added to the Library and Collections [are presented as possible digitization priority list, documented in candidates and added to the project management tool, Smartsheet](#), for discussion and exploration. The digitization committee made up of L&C staff reviews digitization ideas, conducts digital evaluations, and scores collections. Based on the evaluation ~~and, weighted~~ score, [and discussion with the digitization committee](#), a collection is selected for digitization from the [priority list by a selection team consisting of members of the Library and Collections staff Smartsheet project list](#).

[Library and Collections L&C](#) reserves the right to select collections for digitization based on the needs and values of a collection, not always solely on the scoring value.

See Appendix A.

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## Collection Management

When a collection is selected for digitization, a digital control file is created. A copy of the Digitization Evaluation form is maintained in the digital control file, as well as other relevant documents, such as ~~the~~ the [DHA Strike Force Panther Candidate Worksheet and](#) partner task order. Additionally, project management and monitoring of the collection digitization process is documented in Smartsheet.

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## Digitization Process

~~As part of the Department of Heritage~~ [L&C works with DHA and Arts digitization initiative, Library and Collections outsources institutional partners to outsource](#) work on digitization projects ~~to institutional partners~~. The specific guidelines of scanning, metadata, ~~batch processing~~ preparation, and transferring are decided based on the collection needs and established in a task order or other contracting vehicle signed by the participating institutions. All specifications are documented in the digital control file. Once responsibilities have been assigned, some general guidelines apply:

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1. A collection is prepared for digitization ~~and separated into batches for easier, more controlled transferring and processing~~. This includes [barcoding envelopes for unique identification and rehousing negatives or photographs into archival sleeves](#).
2. Metadata ~~components~~ entries are created under the direction of the [Library and Collections L&C](#) Digital Librarian ~~and~~. Metadata can be outsourced to digitization partners ~~who work within the specifications established~~. Metadata is created using Dublin Core metadata standards. Metadata must conform to the [Mountain West Digital Library Dublin Core Application Profile](#). While other fields can be included in a collection metadata template, required fields are:
  - a. Title

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- b. Date
  - c. Description
  - d. Identifier
  - e. Subject
  - f. Rights
  - g. Format
  - h. Type
3. Quality control measures are applied to ensure metadata is completed accurately. Metadata is reviewed by the [Library and Collections L&C](#) Digital Librarian during ~~batch processing as well as at the completion of batch~~ digital processing. Specific quality control guidelines are established on the collection level.
  4. ~~When possible, scanning is done separately from metadata production as an additional method of control.~~ Scanning is usually outsourced to digitization partners who work within the specifications established by [Library and Collections L&C](#). Images are scanned to task order or other contracting vehicle specifications. Specifications such as resolution and bit depth are established on the collection level based on the needs of the collection and current accepted guidelines and standards ~~from leading institutions.~~ [Image scans, L&C may also scan smaller collections in-house following collection specifications.](#)
  - 4.5. [Digital images](#) are saved using a unique identifier barcode number.
  - 5-6. No photoshopping tools are to be used to enhance or alter any scanned images beyond standard cropping, de-speckling, unsharp mask, and manual histogram adjustments to contrast with the overall goal being to create a presentable digital image as close to the original source as possible.
  - 6-7. Quality control measures are applied to ensure digital images accurately represent the original source. ~~Scans are reviewed on the batch level.~~ Quality control is coordinated with the [L&C Digital Librarian](#) and the digitization partner ~~and Library and Collections Digital Librarian~~ with specific guidelines established on the collection level.

## Workflow

[Library and Collections L&C](#) follows a workflow for its digitization efforts. A digitization workflow is applied to both legacy collections and newly accessed items or collections. Additionally, each digitization project has its own workflow for individual project tasks and responsibilities.

## Preservation

Digitization does not replace the value or integrity of the original source, nor negate [Library and Collections L&C](#) stewardship over the original source. However, digitization does serve collection preservation needs. [Library and Collections L&C](#) uses digitization as a means of making collections continually available to a broader public while ensuring the original collections are properly preserved for later use. Because of the fragile state of some of the collections, digitization production (e.g., ~~batch processing~~ [handling](#), metadata, scanning) is determined according to the preservation needs along with the historical value of the originals. Specifics are determined on the collection level; however, the above general guidelines regarding scanning and metadata apply. All preservation measures are to be documented in both the digital control file and the collection control file.

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Because of the reality of digital obsolescence, [Library and CollectionsL&C](#) is also concerned about digital preservation. As part of DHA's [digitization initiative and partnership agreement with the University of Utah Marriott Library](#), archival [uncompressed tiff copiesfiles](#) of all the [Utah](#) Division of State History digital images are [stored at the University of Utah Marriott Library and are and](#) integrated into its [digital preservation plandigital preservation plan](#). Separate [tiff and jpeg surrogate copiesfiles](#) are used for any customer or staff access so as not to degrade the integrity of the original digital image. [Location of all archival and access copies is documented in the digital control file.](#)

## Review

This policy will be reviewed by [Library and CollectionsL&C](#) every two years.

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Consulted sources:

"About Collection Development Policies," Arizona State Libraries, Archives, and Public Records,  
<http://www.lib.az.us/cdt/colldev.aspx>

Brancolini, K. R. (2000). Selecting Research Collections for Digitization: Applying the Harvard Model,  
*Library Trend*, 48(4), 783-  
798. PURL:  
<http://vnweb.hwwilsonweb.com/hww/jumpstart.jhtml?recid=0bc05f7a67b1790e6fad286838e8a0772c34518b031b3a9f3e67e228dd9af9d60100933d8232b20b&fmt=H>

The Harriet Tubman Institute Digitization Policy, Standards & Procedures Draft Copy (March 18, 2011)  
[http://harriet.tubman1.yorku.ca/sites/default/files/Tubman\\_digitization\\_standards.pdf](http://harriet.tubman1.yorku.ca/sites/default/files/Tubman_digitization_standards.pdf)

National Library of Australia Collection Digitization Policy (August 2009)  
<http://www.nla.gov.au/policy/digitisation.html>

National Library of New Zealand Te Puna Mātauranga O Aotearoa Digitization Strategy 2010-2015 (June 2010) <http://www.natlib.govt.nz/catalogues/library-documents/national-library-digitisation-strategy>

Mountain West Digital Library <http://www.mwdl.org>

UNLV University Libraries Digitization Projects Collection Development Policy

University of Utah Marriott Library Digital Library Collection Development Guide

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## APPENDIX A: Digitization Evaluation Form

Weighted Score:

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Evaluation Criteria	Notes	Score
Preservation Needs (30%) <ul style="list-style-type: none"><li>Material is in a state of deterioration</li><li>Material is handled often by staff and patrons and digitization will help preserve its condition</li><li>Material is fragile</li></ul>		
Access (20%) <ul style="list-style-type: none"><li>Material is used often and digitization is likely to provide enhanced usability</li><li>Material is already comprehensively organized, making metadata creation easier to produce</li><li>Material is in public domain or UDSH maintains copyright</li></ul>		
Uniqueness (15%) <ul style="list-style-type: none"><li>Material is unique to UDSH</li><li>Material context covers unique or widely unknown events, peoples, and/or places</li></ul>		
Demand (2015%) <ul style="list-style-type: none"><li>Digitization of material will generate broader use of UDSH resources</li><li>Digitization of material is time sensitive</li><li>Digitization of material has come at the request of a stakeholder (Legislator, Department of Heritage and Arts, UDSH, donor)</li></ul>		
Feasibility (1520%) <ul style="list-style-type: none"><li>Material can be easily gathered and organized for digitization</li><li>Sufficient staff time and resources available for digitization</li><li>Current partnerships and/or contracts can be used in digitization</li></ul>		

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